AMERICAN GREETINGS®

CreataCard® 4

User's Guide

American Greetings®
CreataCard 4®

User's Guide

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Table of Contents

System Requirements 4
Upgrading from a Previous Version 4
Installation 5
Registering 5
Removing American Greetings CreataCard 4 6
Getting Technical Support 6
Getting Started 7
Setting Screen Resolution 7
Starting American Greetings CreataCard 4 8
Using the Toolbar 8
Getting Help with American Greetings CreataCard 4 9
Starting with a Ready Made Project 10
Starting with an Illustration 11
Using the Find Feature 12
Starting from Scratch 13
List of Projects 14

Using the Workshop 15
Using Text Boxes 18
Editing Text 19
Using Fill Color, Line Style, and Shadow 20
Drawing Shapes 21
Adding a Border 22
Arranging Elements 23
Using Add-A-Photo™ 24
Printing Projects 26
Sending Projects Electronically 27
Using the Address Book 28
Using Forget Me Not® Reminders 29
Using KidLock 29
Getting More Projects 30
Y2K Compliance 31

NOTE: *Not all features described here are included in all versions of American Greetings CreataCard 4. If you purchased CreataCard Plus or CreataCard Gold, you can upgrade to CreataCard Platinum 4 and receive extra projects and art. CreataCard Plus upgraders will also receive more features. See "Getting More Projects."*

System Requirements

Here's what you need to use American Greetings® CreataCard®:
* Windows® 95/98 or Windows® NT
* Pentium® 100 MHz or faster
* 16MB RAM (32MB RAM recommended)
* 90MB hard-disk space for program installation
* Internet Explorer 4.0 or higher (will require additional 0-50MB, depending on current installed version; IE 5.0 included on CD)
* SVGA video card supporting 16-bit color
* 2x CD-ROM drive
* Printer

OPTIONAL:
* 14,400 modem for Internet access
* 12MB free hard-disk space for AOL software installation
* Sound card & speakers

You are responsible for contracting with an Internet Service Provider, and for all fees related to Internet access.

Upgrading from a Previous Version

This version of American Greetings CreataCard has a new look and many new features. If you created an **Address Book** in any previous version of CreataCard, you'll need to import it into this version to use it. Consult Help for instructions. You can't open

previously created projects in this new version. Do not uninstall CreataCard 3 if you want to reuse your old projects. This version of CreataCard installs in a different location than the last version, so the new version won't overwrite your previous files.

Installation

American Greetings CreataCard is easy to install.

To install American Greetings CreataCard:

1. Close any open programs and go to the Windows desktop.
2. Insert the Installation CD into your CD-ROM drive.
3. If the installation screen doesn't appear automatically, click **Start** and choose **Run**. Type **d:\setup.exe** (For *d*, type the letter for your CD-ROM drive). Click **OK**.
4. When the installation screen appears, click **Install** and follow the instructions on the screen.

Registering

You'll receive free graphics, free technical support, and special offers on new products and projects after you register.

You are prompted to register when you finish installing. If you don't register at that time, click the **Preferences** button in the American Greetings CreataCard toolbar and choose **Free Offer**. Follow the instructions on the screen to register.

Removing American Greetings CreataCard 4

Before you remove American Greetings CreataCard, make backup copies of your **Address Book**, your project files, and any art you added to the **Your Own** collection.

To remove American Greetings CreataCard 4:

1. Close any open programs and go to the Windows desktop.
2. On the Windows desktop, click **Start**.
3. From the **Programs** option, choose **American Greetings CreataCard 4**, then choose **Uninstall American Greetings CreataCard.**

Getting Technical Support

When you contact technical support, tell us as much as you can about your computer and your problem, and include your phone number so we can reach you.

Mail The Learning Company
P. O. Box 100–TS, Hiawatha, IA 52233-0100 USA
Attn: American Greetings CreataCard 4 (or CreataCard Plus, Gold, or Platinum 4)

Email help@tlcsupport.com (Put "American Greetings CreataCard 4" in the subject field)

Fax (319) 395-9600

Phone (800) 409-1497 (Automated technical support, 24 hours a day)

Phone (319) 247-3333 (Technical support agents 8:00 am- 8:00 pm CST, Mon.-Fri.)

Web http://support.printeverything.com

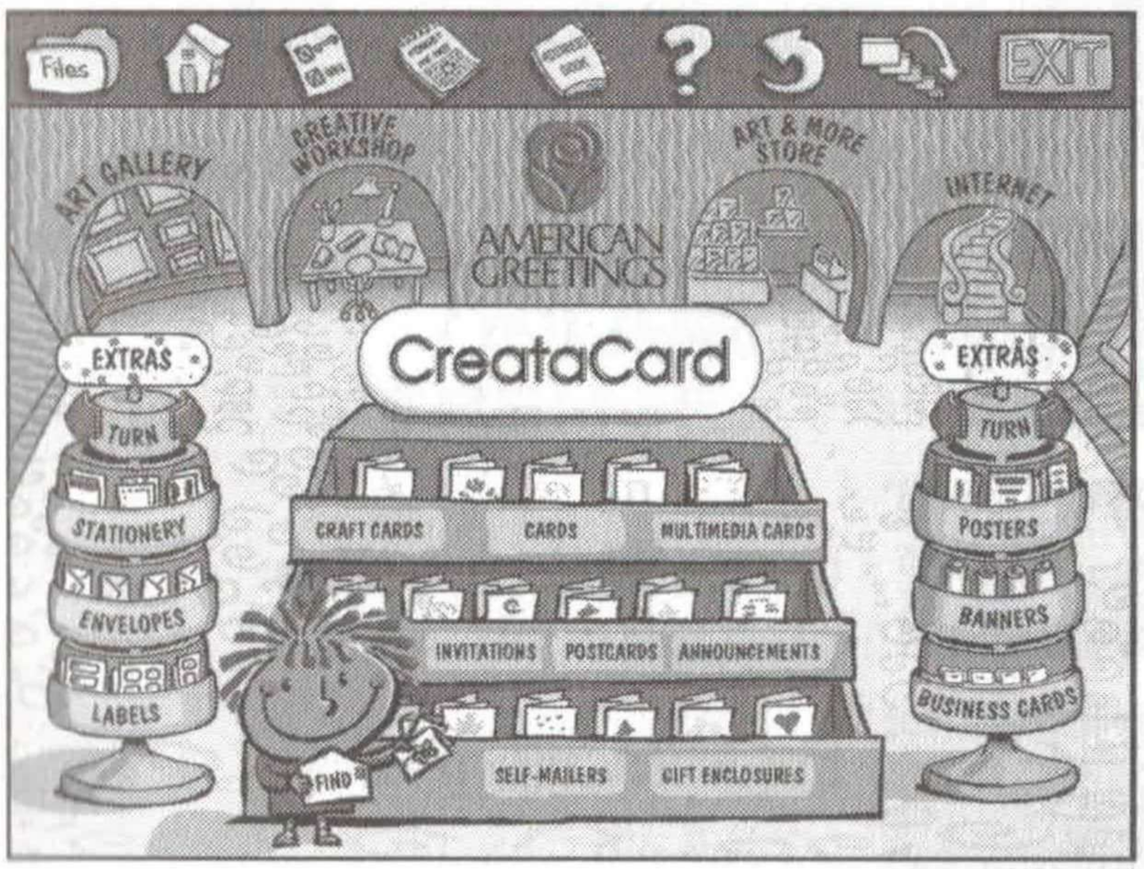
Getting Started

Setting Screen Resolution

Before you start American Greetings CreataCard, set your screen resolution to 800 x 600 and your color display to 16-bit. Higher screen resolutions and fewer colors make the artwork harder to see.

To reset your screen resolution:

1. Click **Start** on the Windows desktop, choose **Settings**, and then choose **Control Panel**.
2. Double-click **Display** and click the **Settings** tab.
3. Move the **Desktop Area** slider until it's set to 800 x 600.
4. Under **Color Palette**, choose **High Color (16 bit)** from the list.
5. Click **OK**, and then close the **Control Panel**.



This is the **Home** screen in American Greetings CreataCard.

Starting American Greetings CreataCard 4

The first time you start the product, you're prompted to register (if you haven't already).

To start American Greetings CreataCard 4:

1. Insert the Program CD into your CD-ROM drive.
2. If the program doesn't start automatically, click the **Start** menu on your Windows desktop, choose **Programs**, and then choose **American Greetings CreataCard 4**.

Using the Toolbar

Create a new project or open one you've saved.

Go back to the **Home** screen.

Set program preferences.

Display **Forget Me Not® Reminders**.

Edit the **Address Book** and set reminders.

Display Help.

Go back to the last screen you viewed.

Use the Windows desktop.

Exit American Greetings CreataCard.

Getting Help with American Greetings CreataCard 4

American Greetings CreataCard has several ways of giving you help when you need it:

TOOLTIPS: To learn the name of something on the screen, hold your cursor over it until its name appears.
To turn off Tooltips, click the **Preferences** button in the toolbar.

HELPFUL HINTS: Now and then, a box will pop up with useful information about what you're doing at that moment.
To turn off Helpful Hints, click the **Preferences** button in the toolbar.

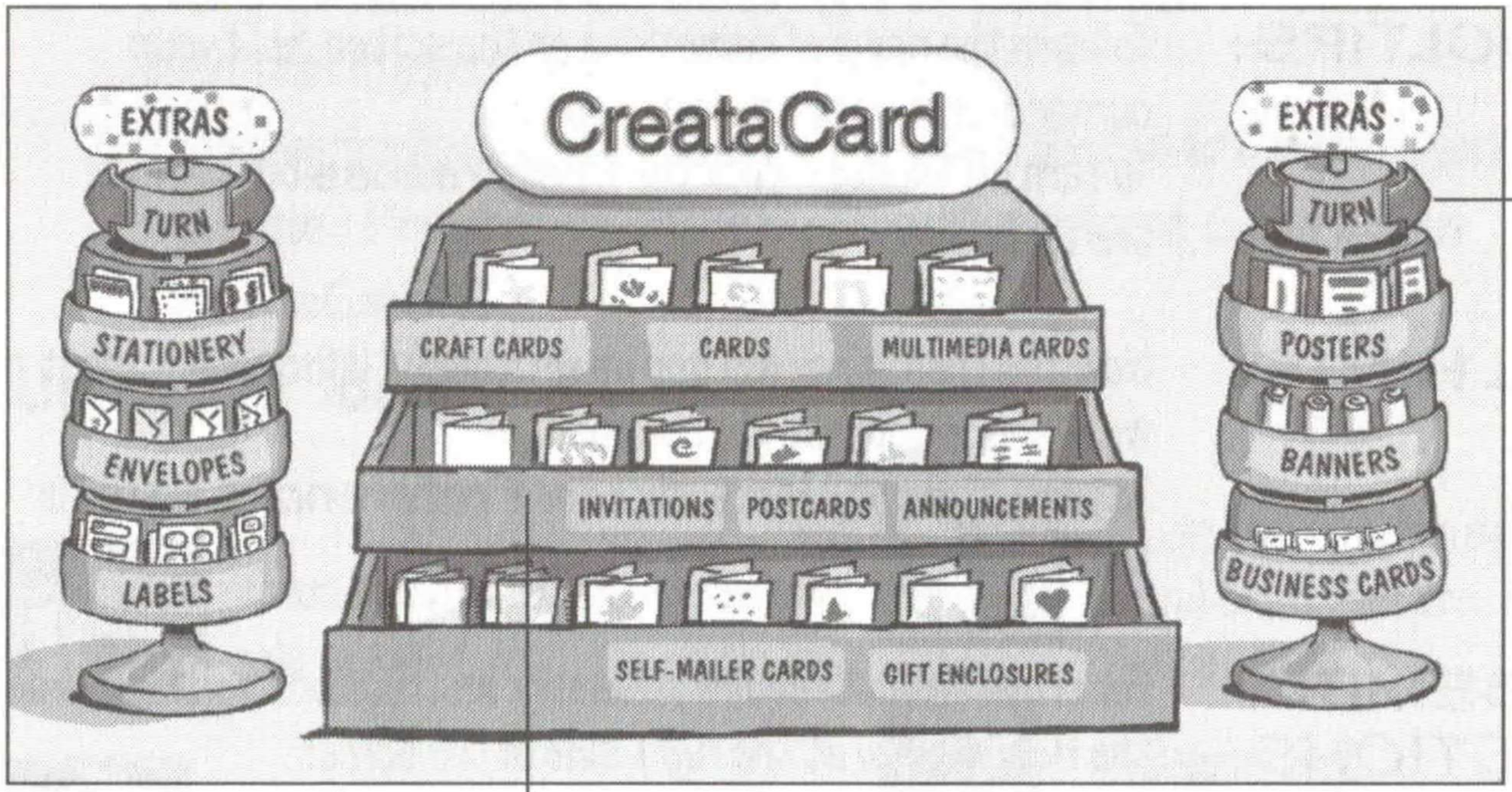
ASSEMBLY INSTRUCTIONS: For projects that require assembly, instructions appear in the Help window at the right side of the screen.
To turn off Assembly Instructions, click the **Preferences** button in the toolbar.

ONLINE REFERENCE: To get detailed information, click the **Help** button in the toolbar. Use the table of contents or index to find what you need.

To hide Help, click the **Close** box at the top right corner of the Help window.

Starting with a Ready Made Project

You can choose a new project from the **Home** screen.



Click the **TURN** arrows to see more projects.

Click the project type you want.

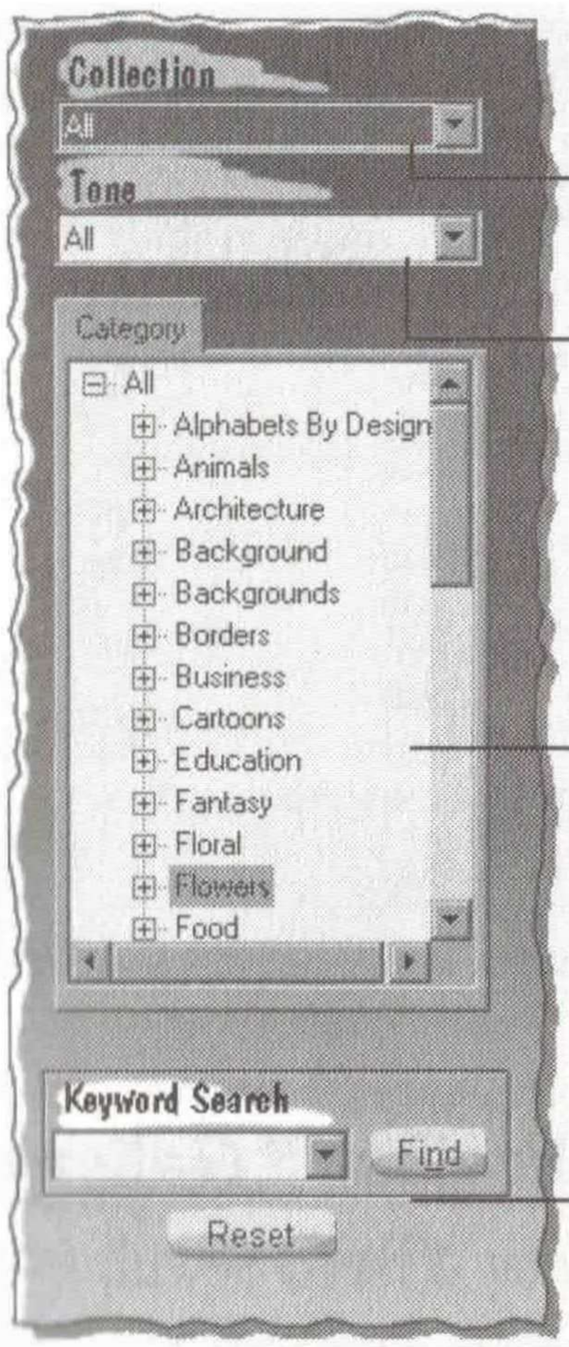
American Greetings CreataCard displays several screens that help you narrow your choices. A gallery screen shows you a selection of choices and lets you choose the one you want.

Starting with an Illustration

You can choose a picture first, then specify a project type.

Click the **Art Gallery doorway** on the **Home** screen to select an illustration. Then specify the kind of project you want to create.

In the **Art Gallery**, you can narrow your search to find just the right picture.



Choose from any collection—All, CreataCard Projects 1, and so on.

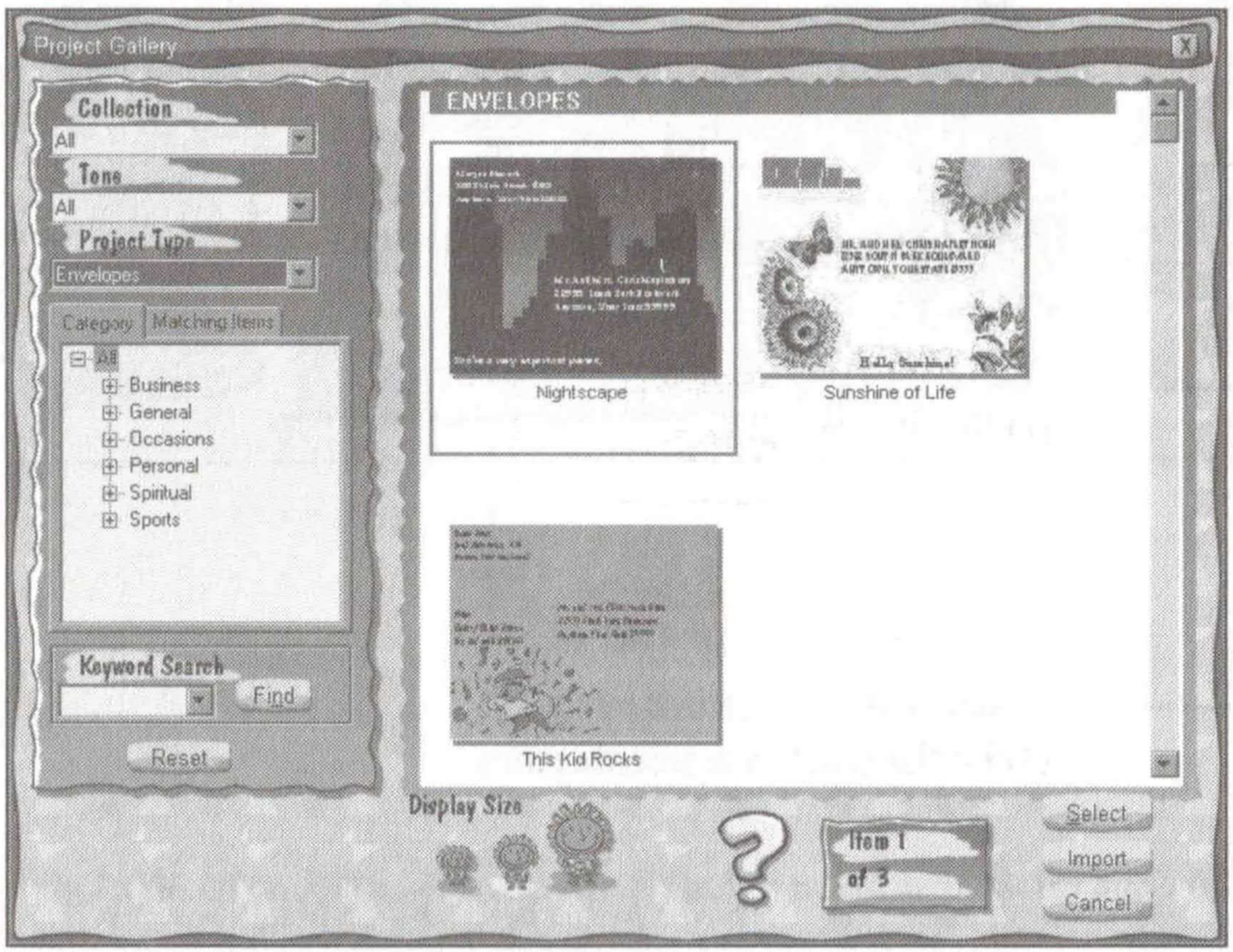
Choose from cute, contemporary, humorous, or sentimental projects.

Illustrations are organized by topic. Click a plus sign to see subcategories.

You can type keywords that describe what you're looking for. For example, if you type **cats**, you'll see pictures of cats.

Using the Find Feature

Click the American Greetings character on the **Home** screen to see the **Find-a-Project™ Gallery**.

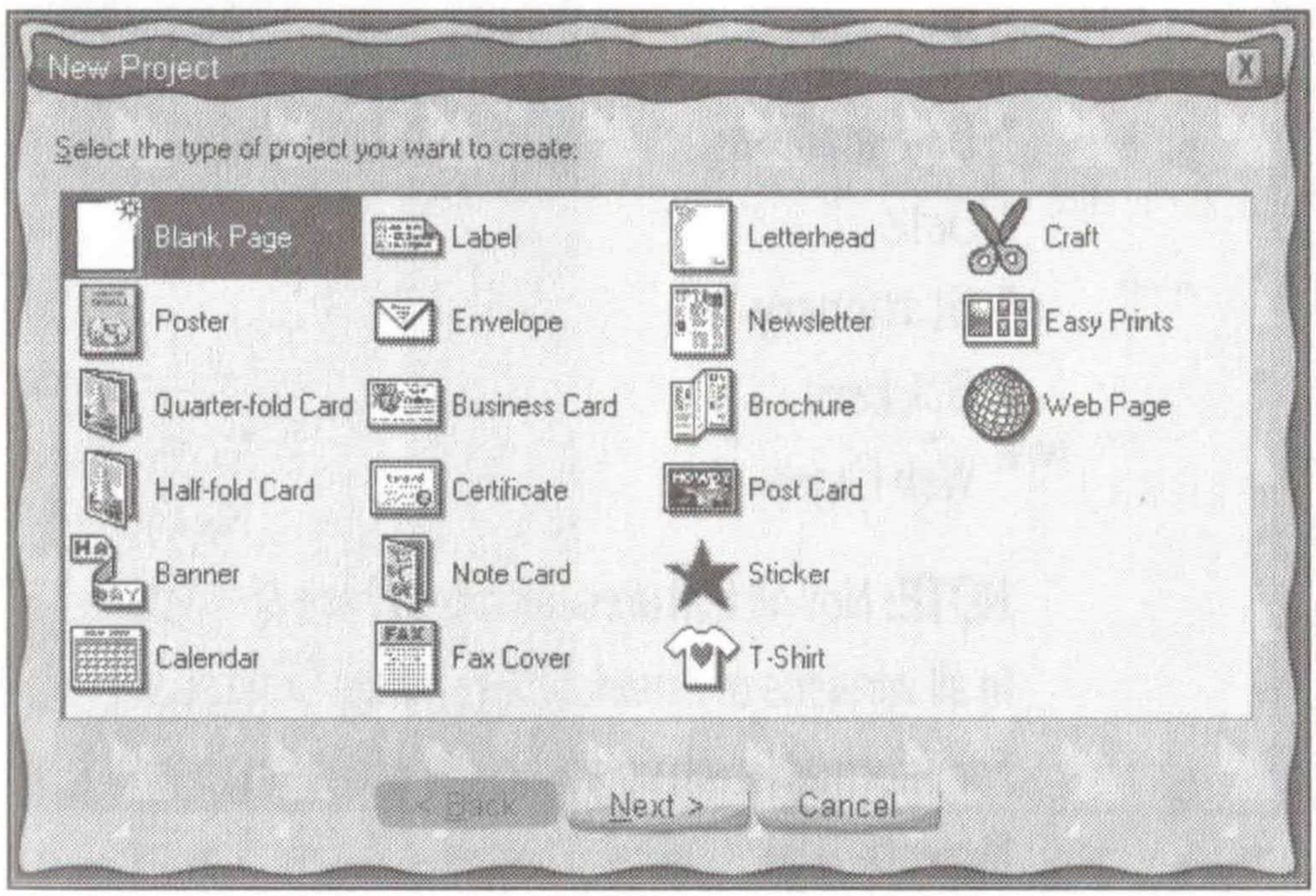


Just as the **Art Gallery** lets you search for art, the **Find-a-Project™ Gallery** lets you search for projects.

Starting from Scratch

You can use the **Creative Workshop** to design your own project.

Click the **Creative Workshop doorway** on the **Home** screen and tell American Greetings CreataCard that you want to create a new project.



In the **New Project** dialog box, choose a project type. CreataCard will prompt you for any other information it needs to create a blank project for you to customize. When you choose **Craft**, you see a list of many craft projects. There may be no ready-made projects for these crafts, but you can use these blank templates to create your own.

List of Projects

American Greetings CreataCard has the following project types:

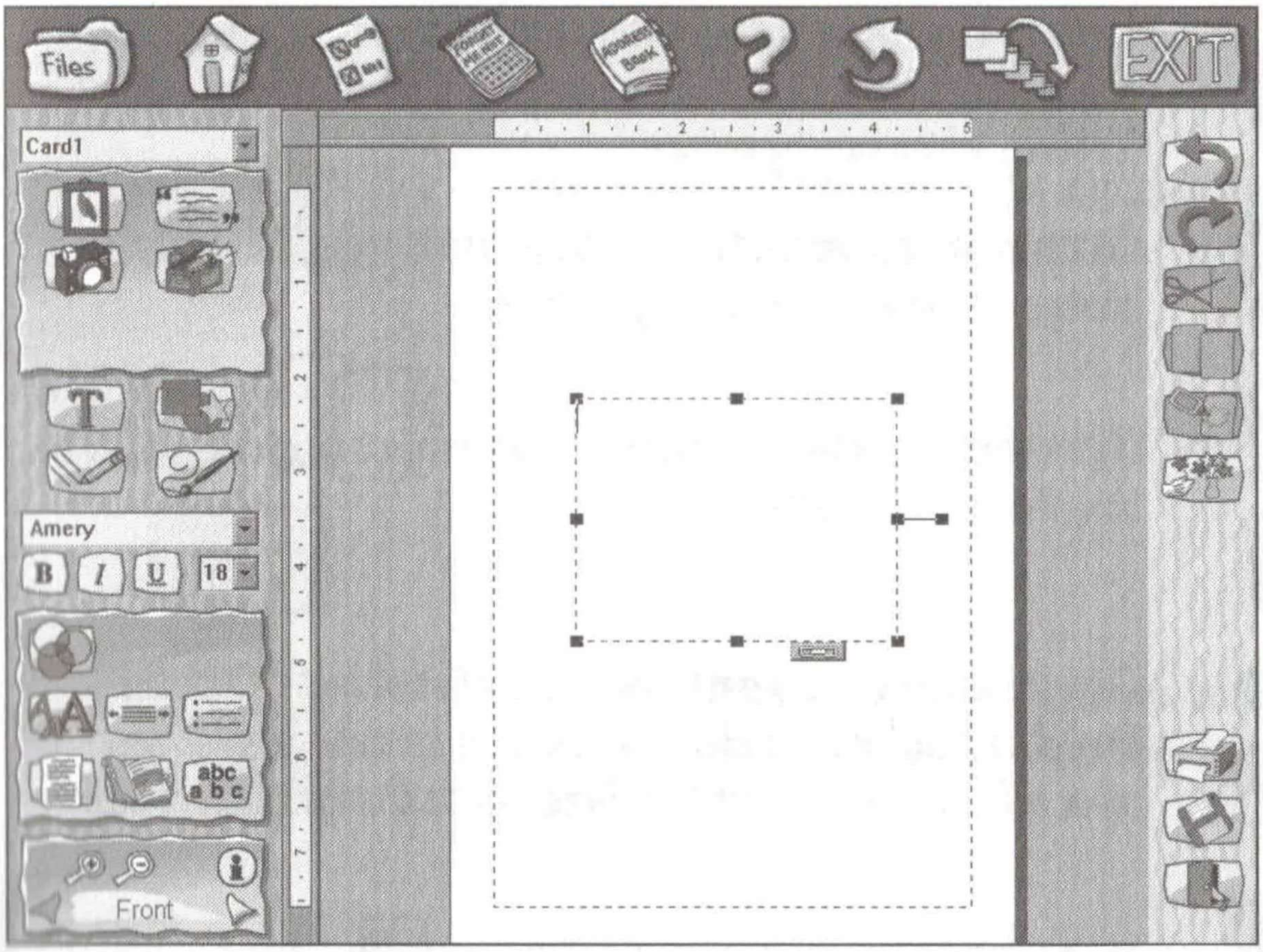
* Announcements
* Banners
* Business Cards
* Calendars
* Cards
    - Feature Cards
    - Greeting Cards
* Certificates
* Craft Cards
    - Attachment Cards
    - Big Cards
    - Cut-out Cards
    - Money Holder Cards
* Envelopes
* Gift Enclosures
* Gift Tags
* Invitations
* Labels
* Message Cards
* Multimedia Cards
* Postcards
* Posters
* Self-mailers
* Sets
* Stationery
* Stickers
* Web Pages

NOTE: Not all features described here are included in all versions of American Greetings CreataCard 4. For information on upgrading, see "Getting More Projects."

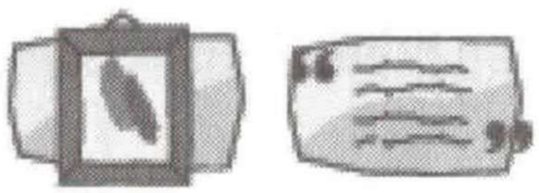
American Greetings CreataCard also includes a variety of screensavers. Click the **Help** button for instructions on using them.

Using the Workshop

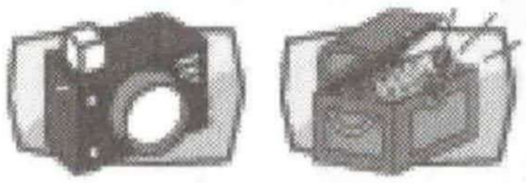
The **Creative Workshop** lets you customize any project and then print or send it. The following pages explain the tools on this screen.



Click the arrow to see any other open projects and switch between them.

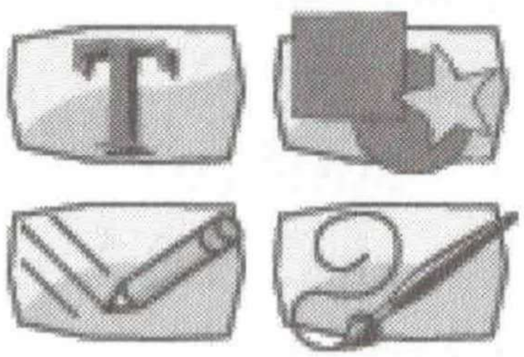


Display the **Art Gallery** or **Sentiment Gallery** to choose pictures or messages to add to your project.

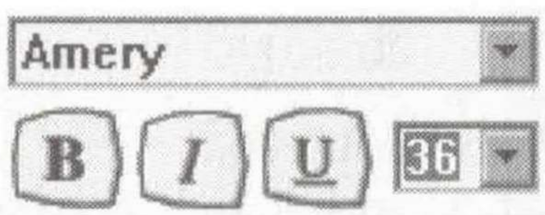


Click the **Camera** button to import a picture from a file, a scanner, or a digital camera. Click the **Treasure Chest** to see extra features, which vary by version.

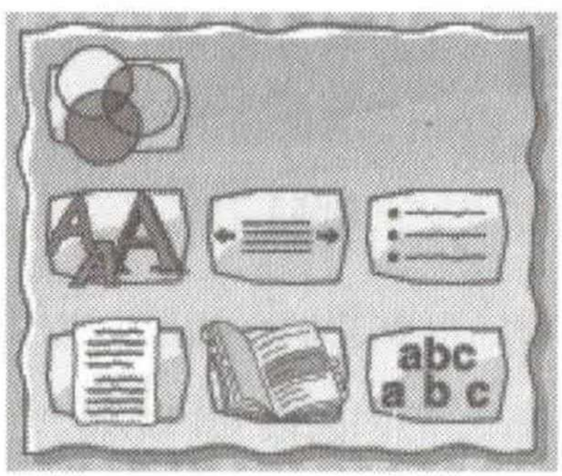
Click here to see special tools for the current project. The label changes, depending on the project type.



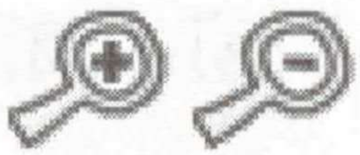
Click one of these tools and drag on your project to create a text box, shape, line, or sketch.



Click the arrow in the **Font** box to see a list of fonts. Click the **Bold**, **Italic**, and **Underline** buttons to turn those styles on or off. Click the arrow in the **Size** box to change the text size.

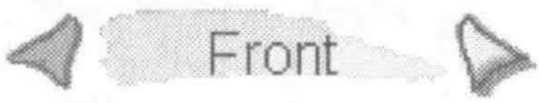


The tools in this area change, depending on the type of element you select. For example, when text is selected, you can change its color, font formatting, alignment, and paragraph formatting, add bullets and numbers, insert a merge field, or adjust character spacing.

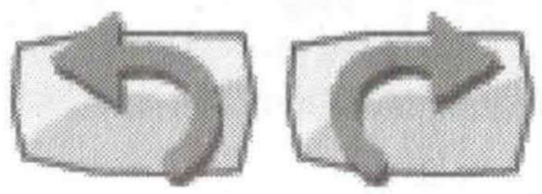


Zoom in to see details; zoom out to see the whole project. Each button turns gray when you can't zoom in or out any further.

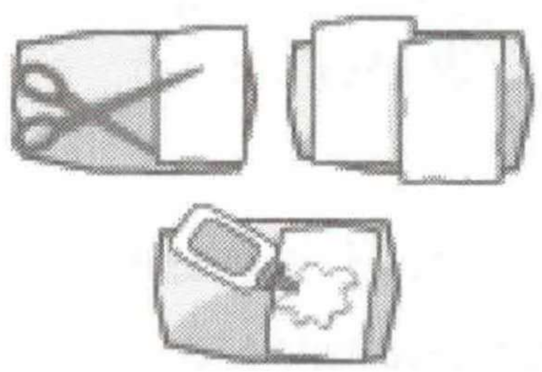
Click here to see assembly instructions in the **Help** window.



If your project has multiple pages or sides, click here to see them.

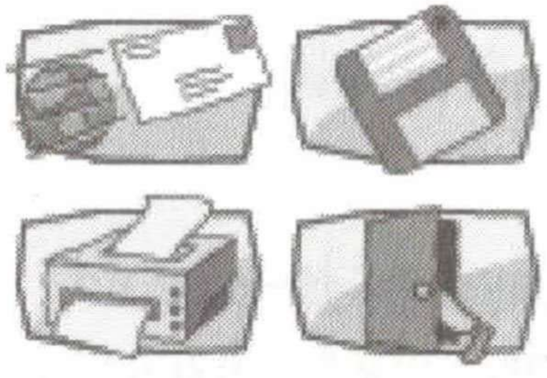


Make a mistake? No problem. You can undo and redo your editing back to when you opened the project.



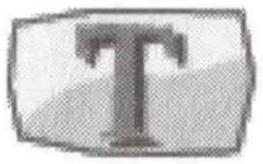
Cut, copy, and paste any selected object or text.

Use the **Arrange** options, for example, to turn an element upside down or backward, or to move elements in front of or behind another element.

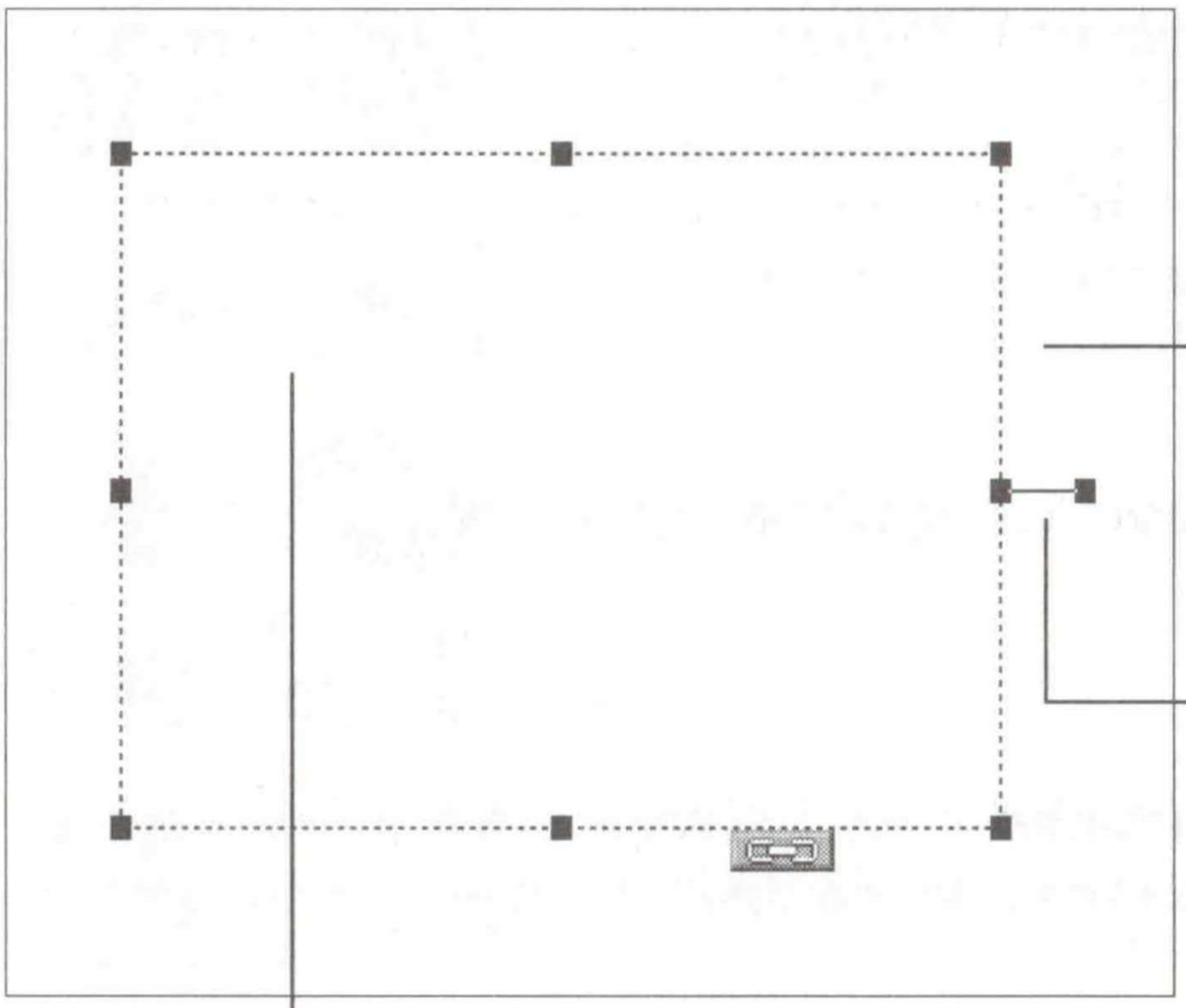


Use these options to send, save, print, or close your project. You can email cards, but not other projects.

Using Text Boxes

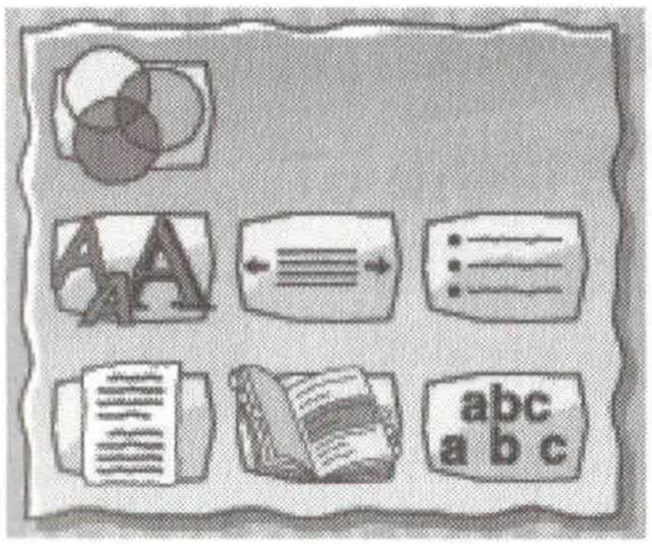


Click the **Text** tool and drag on your project to create a text box.


Dotted outlines show the boundaries of the text box. Click once to select the text box itself.
Drag the rotate handle to move the text to any angle.
Double-click to begin typing or editing text inside the text box.

When the text box is selected, you can change its color or shape. When text is selected, you can change its font, size, color, style, and more. The **Workshop** options change to show you what's available.

Editing Text



Use these tools to change the appearance of your text.

Fill Color Changes the color of the text.

Font Format Changes the typeface, size, and style of text and provides special effects like shadow and outline.

Horizontal Alignment Left-aligns, right-aligns, centers, or justifies each paragraph of text.

Bullets and Numbering Creates lists that are numbered or bulleted using the style you choose.

Paragraph Format Changes the indentation and line spacing for a paragraph.

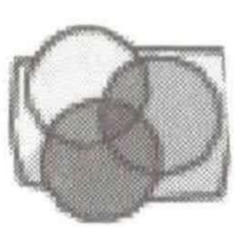
Merge Field Inserts fields that are replaced by real names and addresses when you print.

Character Spacing Makes the letters in the selected text tightly or loosely spaced.

Using Fill Color, Line Style, and Shadow

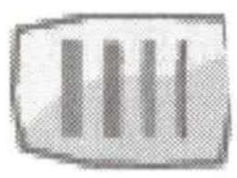
You can change the color, line style, and shadow effect for most elements.
TIP: To add a shadow to text or to change the text outline, right-click the selected text, choose **Font Format**, and click the **Effects** tab.

To change fill color:



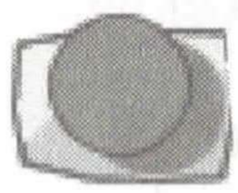
1. Select the element to fill.
2. Click the **Fill Color** button.
3. From the color palette that displays, click the color you want.
4. To see more colors, click **More**, select a color, and click **OK**.
   For some elements, the **More** dialog box also lets you use a gradient as a fill. You specify the direction and colors for the gradient.

To change line style:



1. Select the element whose line you want to change.
2. Click the **Line Format** button.
3. In the dialog box that displays, choose a line style and click **OK**.

To add a shadow effect:

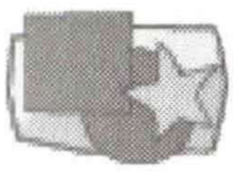


1. Select the element to shadow.
2. Click the **Apply Shadow** button.
3. In the dialog box that displays, choose a shadow style and click **OK**.

Drawing Shapes

You can draw predefined shapes, straight lines, and freehand sketches.

To draw a predefined shape:



1. Click the **Shape** tool.
2. In the dialog box that displays, choose a shape and click **OK**.
3. Drag to draw the shape.
   Release the mouse button when you finish drawing.

To draw a straight line:

1. Click the **Line** tool.
2. Drag to draw the line.
   Release the mouse button when you finish drawing.

To draw a freehand sketch:

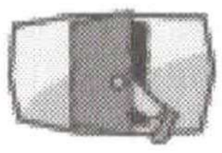
1. Click the **Sketch** tool.
2. Drag to draw the line.
   Release the mouse button when you finish drawing.

Adding a Border

BorderPlus lets you create sophisticated border images you can add to any project.

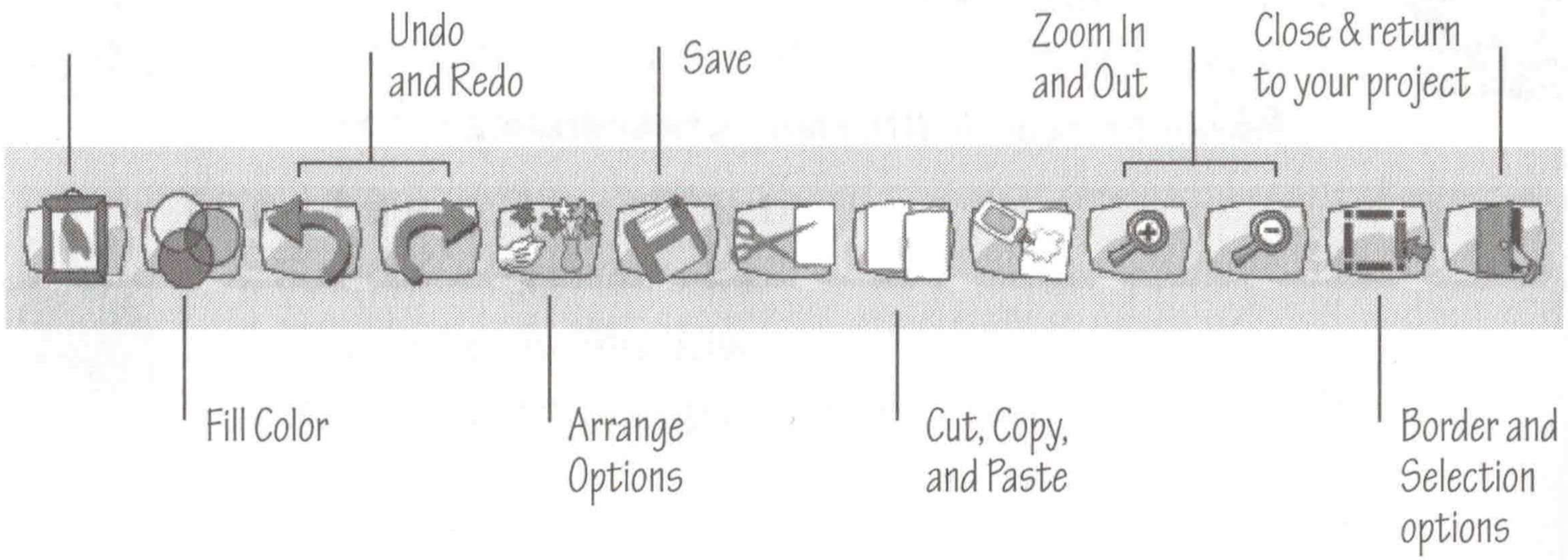
To create a border:

1. Click the **Treasure Chest** button and choose **BorderPlus** from the list that displays.
2. Drag to create the border.
3. Release the mouse button to finish drawing.
   The **BorderPlus** dialog box appears.



4. Use the **BorderPlus** options to customize your border.
5. When you finish, click the **Close** button to return to your project and see the new border in place.

To edit your border, double-click it to display it in the **BorderPlus** dialog box.



Arranging Elements

Click the **Arrange** button to see a list of arrangement options.

Position Lets you specify the horizontal and vertical location of the selected element.

Bring To Front Moves the selected element in front of all other elements in the project, so nothing obscures it.

Forward One Layer Moves the selected element in front of the element immediately in front of it.

Back One Layer Moves the selected element behind the element immediately in back of it.

Send To Back Moves the selected element behind all other elements in the project.

Mirror Left To Right Reverses the selected element so it appears backward.

Flip Top To Bottom Turns the selected element upside down.

Group Collects two or more selected elements into a set that is treated like a single element.

Ungroup Returns a group to its individual components.

Using Add-A-Photo™

You can insert photographs in any project, but Add-A-Photo™ projects frame snapshots in creative ways. If your scanner or digital camera supports TWAIN technology, you can insert images directly from the device. If not, you can save the images in files and import them. You can import most graphic file types, including .BMP, .CGM, .DPP, .GIF, .JPEG, .PCX, Photo CD, Photoshop, .PNG, .TIFF, and .WMF.

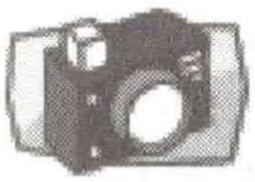
Use **Photo Workshop** to adjust your photographic images. It can help you get rid of red eye, sharpen the image, adjust brightness, or add an artistic effect.
Photo Workshop is available when a picture is selected.

To add an image that is stored on your computer:

1. In an Add-A-Photo™ project, double-click the photo placeholder to open the **Art Gallery**.
2. In the **Art Gallery**, choose **Import**.
3. Select a photo file and click **Import**.
4. To find your image quickly, change the collection to **Your Own.**
   The imported picture is in the preview area.
5. Click **Select**.
   The **Art Gallery** closes. Your picture replaces the placeholder in the **Workshop**.

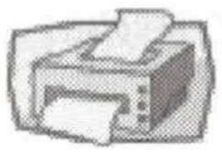
TIP: You can find Add-A-Photo™ projects in the **Find-a Project™ Gallery** by choosing **Add-A-Photo** as the **Category**.

To add an image from your scanner or digital camera:



1. Click the **Camera** button and choose **Select Source**.
2. Choose a device to use.
   If your device isn't listed, it may not support TWAIN. Use your device's software to save the image as a file. Follow the directions on the previous page for adding an image stored on your computer.
3. Click the **Camera** button again and choose **Acquire**.
   This starts the software that came with your camera or scanner.
4. Acquire the picture using the directions that came with your scanner or digital camera.
5. In the **Save Acquired Picture** dialog box, type a name for your new scanned image, and if you like, a description of the image. If you want the scanned image to appear in the **Art Gallery**, click this box.
6. Click **OK**.

Printing Projects



Click the **Print** button to print a project. Options depend on your project type.

Printer Shows you the name of the current printer and the computer port it uses. To change printers, click **Setup** and choose a different one.

Print Quality A lower setting prints a quick, rough copy; a higher setting prints more detail.

Coloring Book Prints graphics as white with black outlines that you can color.

Smoothing Makes printed output look less jagged.

Fast Bitmap Printing Prints a quicker, rougher version of your project. You can't use **Smoothing** if **Fast Bitmap Printing** is on.

Setup Displays your printer driver's **Setup** dialog box.

Advanced Controls contrast, print alignment, and bitmap printing.

Merge Names Lets you pick the records that replace merge fields you inserted.

Envelope Feed Just for envelopes. Specifies the envelope feed setting.

Output Size Blows up the project, so it tiles onto several sheets of paper.

Which Tiles Specifies which tiles to print if your project doesn't fit on one page,

Print Range Specifies which pages or sides to print.

Double-sided Prints double-sided.

Print Instructions Prints double-sided printing instructions.

Print Reversed For Iron-On Transfer Prints the project in reverse.

Copies Prints the specified number of copies of your project.

Sending Projects Electronically

When you create a greeting card, you can post it on the American Greetings Web site, where your recipient can view it. You can also email your card to American Greetings. We'll print it on high-quality paper and mail it for you. Availability of these features varies by version.

To post a card on our Web site:

1. Click the **Send** button and choose **Send As Online Greeting**.
2. Type your recipient's name and email address.
3. Click **OK** to send the card.

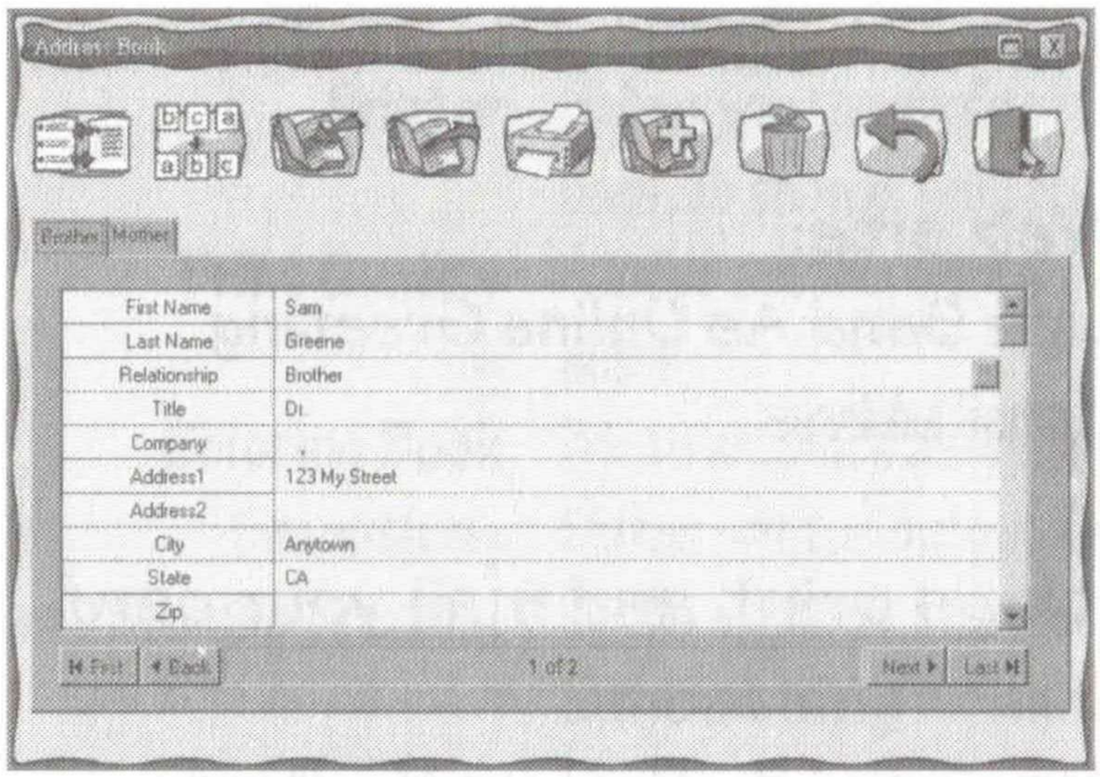
To have American Greetings print and mail your card for a nominal charge:

1. Click the **Send** button and choose **Send By Personal Delivery**.
2. Type your recipient's name and address.
3. Specify a **Delivery Date** and choose **US** or **International**.
4. Click **Place Order** to specify payment options and send the card.

Check Help for information about Multimedia Cards, a special project type that you can email to friends.

Using the Address Book

The **Address Book** keeps track of names, addresses, email addresses, and special events.



To use the Address Book:

1. Click the **Address Book** button in the toolbar at the top of the screen.
2. To add a record, click **Add**. Fill in the relevant fields for your entry. For date fields, you can set up reminders.
3. Click **View** and choose **Overview** (to see all records) or **One at a Time.**
4. To delete a record, display it (or, if you're in **Overview**, select it) and click **Delete**.
5. To change the way records are sorted, click **Sort** and choose a field. The tabs at the top of the records change to show the new **Sort** choice.
6. To save or print your address book records, click **Save** or **Print**.

Using Forget Me Not® Reminders

You can set up Forget Me Not® to remind you of special events listed in your **Address Book**. The reminders appear on your Windows desktop when you start your computer. You specify how many days in advance reminders should display.

To use Forget Me Not® Reminders:

1. Click the **Forget Me Not®** button in the toolbar at the top of the screen.
2. To add a reminder, click **Address Book**.
   Scroll to a date field in any record, enter the date, and select **Remind Me.** Specify how many days before the event reminders should display. When you close the **Address Book**, you return to the Reminders list.
3. To delete a reminder, select it and click **Delete**.
4. To change a reminder, select it and click **Change**.
   You return to the **Address Book** to make your changes.

Using KidLock

KidLock lets you hide adult content in the **Art** and **Project** galleries and in the **Art & More Store**. To set **KidLock**, click the **Preferences** button in the toolbar.

Getting More Projects

You can purchase new projects, and graphics instantly using the **Art & More Store** and the Internet. If you purchased CreataCard Plus 4 or CreataCard Gold 4, you can upgrade to CreataCard Platinum 4, which gives you more art and projects.

To use the Art & More Store:

1. Click the **Art & More Store doorway** on the **Home** screen.
2. Browse through the list of project packages.
3. Click **View** to see samples of the projects in the selected package.
4. Click **Order** to order the selected package.
   You can make your purchase by email, fax, phone, or mail. You'll receive a special code that unlocks the extra content on the Art & More Store CD.

To use the Internet:

1. Click the **Internet doorway** on the **Home** screen.
2. American Greetings CreataCard connects you to our Web site where you can find special offers.

To upgrade to American Greetings CreataCard Platinum 4:

1. Click the **Preferences** button in the CreataCard toolbar and click **Upgrade**.
2. Choose a method for upgrading.
   You'll receive an Unlock Code, which upgrades your version immediately.
3. Return to this dialog box, type the code, and click **OK**.
4. Restart the program to see the new version.

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Rule 3. In all interfaces and data storage, the century in any date must be specified either explicitly or by unambiguous algorithms or inferencing rules.

Rule 4. Year 2000 must be recognized as a leap year.

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